



How to get started with the NJ ePCR Program by ImageTrend®

Thank you for your interest in the new electronic patient care reporting (ePCR) program, ImageTrend®.

Below are the step-by step instructions on how to obtain and begin using the new software.

☐ **STEP 1:** Register your agency.

Go to: <http://www.state.nj.us/health/ems/ereporting.shtml>

Click on the registration link and fill out your agency's information.

** Please note only representatives authorized by their EMS Agencies may request an account. Do not register an agency more than once as this will cause a significant delay in processing the request.*

☐ **Step 2:** Download the ImageTrend Business Associate Agreement (BAA).

Again, go to: <http://www.state.nj.us/health/ems/ereporting.shtml>

Click on the link that says Business Associate Agreement (BAA)

This document addresses data usage between the EMS agency, new ePCR vendor (ImageTrend), and the State of NJ. Please print and review the form and ensure that the sections listed below are completed.

1. Page 1:

- a. Service or Agency Name
- b. Address
- c. City, State, Zip

2. Page 7:

- a. Compliance Office Contact information:
 - i. Service or Agency Name
 - ii. Address
 - iii. City, State, Zip

3. **Page 8:**

- a. Sign on the "By:_" line
- b. Print Name on the "Name:_" line
- c. Add Title and Date the Agreement

☐ **STEP 3:** Please scan and email a completed copy of the form *directly* to **ImageTrend** at: contracts@imagnetrend.com

Plases note: The Business Associate Agreement must be completed and returned before ImageTrend® will forward access the system.

☐ **STEP 4:** ImageTrend® will send a welcome email with system access to the authorized administrator listed for your agency. Once they are logged in, they will have access to ***ImageTrend University*** (located under the "Help" tab), which offers multiple training resources and reference material. *All administrators are strongly encouraged to visit this section as it contains valuable information.*

☐ **STEP 5:** *How to transfer your data:* To request a transfer of your agency's data to ImageTrend, contact your current ePCR vendor directly.

☐ **STEP 6:** **ImageTrend Training**

Online webinars are now available anytime, 24 hours a day, through the ImageTrend NJ Home Page, under the "Training Videos" link.

With the resources available at ImageTrend University and the online training sessions, you should have all of the information needed to begin utilizing the new ePCR program. For addition questions on the ePCR program, please contact ImageTrend® technical support at: 1-888-730-3255 or online at: <http://www.imagnetrend.com/support>

Thank you again for your interest in the ePCR program!